



HOW TO PLAN A SUCCESSFUL HHW EVENT

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WHAT IS HHW

Household Hazardous Waste (HHW) is defined by the Environmental Protection Agency (EPA) as leftover household products that are toxic, corrosive, that can catch fire, react, or explode.

Products, such as paints, cleaners, oils, batteries, and pesticides can contain hazardous ingredients that require special care when storing and disposing.

Improper disposal of HHW can include pouring it down the drain, onto the ground, into storm sewers, or putting it out with the regular trash.

PROPER HHW DISPOSAL OPTIONS ARE
-HHW COLLECTION FACILITIES
-HHW COLLECTION EVENTS

SET A BUDGET

- Determine your budget and how you will finance it: grants, fees, partnerships.
- We have spent as much as \$150,000 and as little as \$15,000. We have a member city that spent less than \$5,000 on a one-day event by contracting with a City that has a facility. Non-hazardous collection events are less expensive.

SET A TIMELINE

- Minimum 45 days in advance. 45-day public notice permit filing with TCEQ is required for HHW collection.
- 3-6 months of planning and promotion, depending on how organized you are and how quickly you can promote.

PICK A VENDOR

- A full service commercial HHW collection vendor, there are several in Texas.
- Partner with a facility (*ex. Ft. Worth has a collection facility and a trailer that they contract out for collection events, Sherman has used them.) There may be a city in your region that would be willing to do that at reduced rates.
- DIY: Your own trained crew.

Thinking about DIY?

State law requires that anyone collecting, sorting or transporting HHW be permitted / certified / trained. HHW Collection may also require a chemist on-site to identify products for proper storage and disposal as well as trained employees to handle them. HHW Disposal landfill locations can be hours away. The only way for us to justify do-it-yourself was if our city/ region was planning to open an HHW facility and the associated training, expense, experience would be beneficial later. More info in the resource section.

SET WHAT YOU WILL ACCEPT

What kind of HHW, will you also accept non-HHW?

What kind of HHW? What items are the biggest problems in your area? What do you get the most calls about? Are there year-round collection options, what items have no other option? Some items are more expensive than others to dispose (thermometers, propane tanks, etc.) should you limit/restrict those items?

Non-HHW. HHW collection requires certification but some things are non-hazardous and you can collect them yourselves if you have enough volunteers (such as BOPA, Car batteries, Electronics, Tires). Also some items that could be recycled will be landfilled by a collection vendor for efficiency at an event (latex, rechargeable batteries, car batteries). You can separate these items out from the HHW and it may even lower your disposal cost, but the more stations you have, the more space you will need, the more volunteers you will need and the slower it will go.

OUR LAST EVENT WAS HHW ONLY, OUR NEXT EVENT WILL HAVE STATIONS FOR: HHW, LATEX PAINT, ELECTRONICS, TIRES.



FIND A LOCATION



TRAFFIC PATTERNS

Think about:

- Where will cars enter / exit?
 - Where will they line up?
 - How many lanes?
 - How many stations?
 - Where will the employees, volunteers park?
 - How many volunteers will you need?
- Check-in? Directing Traffic?



You need room to line up cars, as much off of the roadways as possible.



Large parking lots are good. You'll need room for cars to maneuver in an orderly slow fashion.



Ask the vendor how much space they will need to park, load/unload?
Will they bring 18-wheelers or bobtails or both? Will you have Roll offs?



Do they need a Concrete Pad vs. gravel?
How do they maneuver the pallets of materials for loading? With
fork lifts or pallet jacks?

How many stations will you have? Each station (HHW, Electronics, Tires, Paint) needs space for sorting and loading.



Ask the vendor how much space they need for their stations?



PERMITS AND PERMISSION

- Find out if your city requires a permit for HHW collection, or just to line cars up on the roadway.
- TCEQ requires a 45-day notice. It is a public safety notice that informs the public that an HHW Event will be hosted at that location. It must be filed at least 45 days in advance of the event. *You can change your vendor within that 45 day window, but you cannot change your location.
- Make sure the property owner understands you will be doing HHW collection. You may need to prove liability insurance. You will need to file written permission from the owner to use the location with your TCEQ 45-day permit application. It can be as simple as a letter or as complex as a MOU (memorandum of understanding) agreement.



Notification for a Household Hazardous Waste Collection Event

For TCEQ Use Only

Date Received

Date of Acknowledgement Letter

Required Notifications

The Texas Commission on Environmental Quality **must be notified at least 45 days before** holding a collection of household hazardous waste (HHW). This requirement applies to any type of HHW collection including these and similar events:

- one-day events
- recurring events
- permanent collection centers
- point-of-generation programs (i.e. curbside or household pickups)
- mobile collection units

Household Hazardous Waste Site Use Approval

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Texoma Council of Governments

And

Cooke County Fair Association

This is an agreement between "**Texoma Council of Governments**", hereinafter called TCOG and "**Cooke County Fair Association**", hereinafter called CCFA.

I. Purpose & Scope

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the Household Hazardous Waste (HHW) Collection Event scheduled for Saturday, April 20, 2019. TCOG has a need for a site that has sufficient area to handle disposal and recycling of various materials that are considered hazardous when disposed of improperly by the public in a regional landfill.

All of the work performed by TCOG and any TCOG contractors will meet the requirements set forth in the Texas Administrative Code TAC 30, Part 1, Chapter 335, Subchapter N.

APPOINTMENTS VS. FIRST COME FIRST SERVE

The screenshot shows a website for a Household Hazardous Waste (HHW) Collection Event. The header includes the TCOG logo with the tagline "better leaders building better lives". The main title is "Household Hazardous Waste (HHW) Collection Event By Appointment ONLY" with the date and time "October 10, 2020 - 8:00 AM - 12:00 PM". A yellow notification box states: "In an effort to hold more frequent events and reduce wait time, we have moved to an appointment-based schedule. Please select an appointment time and list what items you will be bringing. Be sure to read the restrictions carefully; we will only accept what you pre-register and only limited quantities. Household quantities ONLY. No commercial quantities and no agricultural products accepted. There will be no exceptions." Below this are three key instructions: 1. "Print your appointment confirmation and item list." with a printer icon and a note that confirmation is required. 2. "Please arrive on time but no more than ten (10) minutes early." with a clock icon and a note that late arrivals will wait 10-15 minutes. 3. "Transport materials safely." with an arrow icon and a list of hazardous material warnings: caution, combustible, corrosive, danger, explosive, flammable, harmful if swallowed, irritant, poison, reactive, toxic, volatile or warning. A search bar and a "Get in touch with us" button are also visible.

Pros / Cons of Requiring Appointments

Pros: Better organized, better educated participants, better control over numbers – people, HHW, expenses.

Cons: Have to build an online form and create an easy to remember shareable link. Will get less people. Will need to do more promotion, lots of calls for help

IF YOU REQUIRE APPOINTMENTS – DO A LOT OF PROMOTION



You will not be allowed to get out of your car.
Only our certified HHW professionals will be allowed to unload vehicles.



Accepted Items

No more than approximately ten (10) items can be accepted per appointment, per car, or what could fit in an office box (roughly 12"x17"). We will accept limited amounts of:

- Batteries (household, marine or auto)
- Sprays
- Aerosols
- Cleaners
- Sealers
- Solvents
- Gasoline
- Used Motor Oil/Filters (May also be disposed of at Walmart auto centers)
- Antifreeze
- Insecticides
- Pesticides
- Weed killer
- Fluorescent lights (no more than ten (10) tubes. May also be disposed of at Lowes or Batteries Plus Bulbs stores)
- Oil-based paint
- Degreasers
- Pool chemicals
- Household chemicals



Restricted Items

- **No electronics accepted.** Keystone Enterprises in Bonham accepts all manner of electronics and e-waste donations/disposal at no charge. 201 E. 1st Street, Bonham, TX 75418 or (903) 640-4928. You may also ask your city for the next scheduled e-waste collection event.
- **No latex paint accepted.** Latex paint is non-hazardous in solid form and can be put in your regular trash collection if it is dried out and solid. Dry in the sun or mix with sand/kitty litter before throwing away. Latex paint recycling is also an option if you have large quantities less than 5 years old. Ask your city for paint recycling options in your area or when the next scheduled collection event will be.
- **No tires accepted.** Tires are accepted at Texoma Area Solid Waste Authority (TASWA) landfill located at 25090 TX-56 in Whitesboro. Cost for tire disposal at TASWA: tires up to 33" (tire only) \$4 each; (with rim) \$10 each. Tires 34" - 44" (tire only) \$10 each; (with rim) \$16 each. You may also ask your city when the next scheduled tire collection event will be.
- **No smoke detectors accepted.** Smoke detectors have small amounts of radioactive materials. Contact the smoke detector manufacturer for disposal options.



You will not be allowed to get out of your car.

Only our certified HHW professionals will be allowed to unload vehicles. We will only accept what you pre-register and only limited quantities.



Appointment Times *

Select an appointment time. Please show up no more than ten (10) minutes early. If everyone arrives on time, nobody should have to wait more than 10-15 minutes.

8:00 AM - 8:15 AM

8:15 AM - 8:30 AM

8:30 AM - 8:45 AM

8:45 AM - 9:00 AM

9:00 AM - 9:15 AM

9:15 AM - 9:30 AM

9:30 AM - 9:45 AM

9:45 AM - 10:00 AM

10:00 AM - 10:15 AM

10:15 AM - 10:30 AM

10:30 AM - 10:45 AM

10:45 AM - 11:00 AM

11:00 AM - 11:15 AM

11:15 AM - 11:30 AM

11:30 AM - 11:45 AM

11:45 AM - 12:00 PM

Please list what you will be bringing *

Use the '+' sign to add items. Only one item per line. We will only accept what you list here. You may update this list up until 48 hours in advance of the event.



Event Location

Texoma Council of Governments
1117 Gallagher Drive (Parking Lot)
Sherman, TX 75090



Please contact TCOG's Municipal Solid Waste program staff with any questions.
Catherine Krantz, program planner
(903) 893-2161 x3565 or ckrantz@tcog.com

WEEKS / MONTHS BEFORE

PROMOTE

- Social Media Ads.
- Newspaper Ads.
- Get help from cities: Inserts in city water bills, notices on city websites.
- Posters around town.
- Interviews on Radio, TV.

ASSIST WITH APPOINTMENTS

- Assist with appointment setting for people who are without internet, unable or unwilling to sign up online.

RECRUIT VOLUNTEERS

- Beg, bribe your employees, co-workers, family, friends.
- Ask your member cities to send staff.
- Ask your local Keep Texas Beautiful chapter, or other school, community, church groups.
- Some counties can get assistance from trustees at jails.

*COVID concerns: don't allow them to get out fo car, only need volunteers to direct traffic, only trained vendors unload cars.



DAY OF EVENT

SET UP

- Set up barricades, cones, signs on road, visible signs for stations early or the day before. Cars will arrive early (especially if first-come, first-serve) and you will need to have the space blocked off so they don't block the entrances for the vendors.
- Vendors will arrive early to set up, 30 minutes, an hour, 2 hours.
- Provide tables for volunteers to check-in, get supplies, coffee, donuts. Chairs for breaks.

SAFETY & SIGNAGE

Biggest danger is the cars, distracted drivers. Have very Large Easy to Read Signs at entrance, exits and all stations, safety vests for volunteers, lots of cones.



STATISTICS & REPORTING

Have a volunteer at the entrance with a clip board to check people in. Either by checking them off the appointment list or ask for their city / zip code if they are first-come first-served. We do not require a water bill to prove residency as we are a regional organization and serves cities and counties, but some city events do require proof of residency before allowing people in – that requires a little bit more time to check their papers. Some of these things can be done with multiple volunteers going down the line if the line gets backed up. We need to know where people are coming from so we can keep records for our members.

We collect: How many cars (participants/households) from each city, so they can know the demand. If more HHW collection is needed for their residents we can use that statistic to encourage the city to do more. We also track the value of our services in our annual report. Once we determine the cost per participant/household we can tally up the value of the service we provided to our member city. If the cost per participant (total cost of event divided by total number of participants) is \$150 dollars and 115 residents from the City of Denison attended (115×150) = \$17,250 value the COG provided to the City of Denison.

TCEQ REPORTING

Anyone who has a facility or does HHW Collection events will need to file an annual report of items collected and proof they were properly disposed of.

Your HHW vendor will give you a copy of the HHW manifest before they leave that day and will send you a final manifest when they have properly disposed of items. Most of the TCEQ reporting information will be on the HHW Manifest from your HHW vendor.

*Things to know. Check your TCEQ reporting requirements before your event to understand what you need to track. Some items on the report will be listed per item, others per pound. Also if you are collecting tires and electronics, you will need to count the total numbers of tires collected and the total pounds of electronics.



HHW LIABILITY

At the end of the event, you will need to sign your manifest turning over responsibility of the HHW collected to the HHW vendor and send them on their way. You will generally get a copy of the manifest that day as well as a follow up version by email and a final manifest when the HHW is properly disposed of at the proper disposal facility (usually some HHW specific landfill somewhere in Texas). These are all important documents to keep because you are responsible for all of that HHW and any damages it may do from the time you allow people to give it to you until the time it makes it to proper disposal, including any spills along the way. Which is why you need to hire a reputable, certified and insured HHW collection firm to man your events.



RESOURCES

HHW Rule (30 TAC 335 Subchapter N) & HHW Event, Facility, and Handlers Training Requirements

<https://www.tceq.texas.gov/p2/hhw>

<https://www.tceq.texas.gov/p2/hhw/howto.html>

Planning Your HHW Collection Event: Advanced Planning

<https://www.tceq.texas.gov/p2/hhw/planning-your-first-hhw-collection-event-advanced-planning>

TCEQ Contact HHW:

Hector Lujan

Phone: 512-239-0010

Email: recycle@tceq.texas.gov



QUESTIONS

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